

**IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION  
CLERMONT COUNTY, OHIO**

**GENERAL INFORMATION REGARDING THE FILING OF A MOTION**

- The filing fee of \$100.00 is required at the time of filing. The payment can be cash, personal check, or a money order. **FILING FEES ARE NON-REFUNDABLE.**
- All information on the attached forms must be completed in full. **PLEASE REMEMBER TO COMPLETE THE PAGE ENTITLED "REQUEST FOR SERVICE".** Your complaint will not be processed until this form is completed.
- You may type, print, or clearly write the information on the forms.
- **YOUR PAPERWORK CAN NOT BE PROCESSED IF WE DO NOT HAVE COMPLETE AND CURRENT ADDRESSES FOR ALL PARTIES. THE COURT WILL IN NO WAY PROVIDE YOU WITH AN ADDRESS FOR THE OTHER PARTY.**
- The paperwork can be completed and turned in ~~or~~ you may take it with you and return it by mail.
- If you send the paperwork by mail, your signatures must be notarized and you must return it along with the \$100.00 filing fee in the form of money order or personal check made payable to "Clermont County Juvenile Court". The address to send paperwork to is:

Clermont County Juvenile Court  
Attention: Clerk's Office  
2340 Clermont Center Drive, Suite 100  
Batavia, Ohio 45103-1958

- Once your paperwork has been processed, you will be notified by mail of the date and time of your hearing. If your hearing notice is returned marked "undeliverable as addressed" and you have not notified the Court of your new address, in writing, the complaint/motion may be dismissed without further action.
- If the hearing notice which has been sent to the other party is returned to the Court marked "undeliverable as addressed", you will be contacted by the Court for a new address. It is your responsibility to provide a good address in writing to the Court as soon as possible. If you fail to provide a good address, and the complaint/motion has not been served at the time of hearing and the other party does not appear at the hearing, the complaint/motion may be dismissed without further action.

- **The staff at Juvenile Court is not permitted to give you legal advice. Examples of legal advice are:**

**What should I do?**

**What are my rights?**

**What will the Magistrate or Judge do?**

**Can I take the child from the other parent?**

**If you want legal advice you must contact an attorney. If you need help in finding an attorney you may contact the Lawyer Referral Service at (513) 732-2050.**

**If you have questions about our procedures, you may contact Teresa at (513) 732-7155.**

IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION  
CLERMONT COUNTY, OHIO  
CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

MOTION

vs.

\_\_\_\_\_  
Defendant

Name(s) of child(ren) involved in this case: \_\_\_\_\_

Now comes \_\_\_\_\_

(name & relationship to child(ren)) and requests the Court issue an Order of:

*Please check only one box per form*

- ☐ Modification of Child Support
- ☐ Termination of Child Support
- ☐ Reduction/Modification/Termination of Child Support Arrearages
- ☐ Establishment of Past Support
- ☐ Genetic Testing
- ☐ Tax Exemption
- ☐ Contempt of Court Order regarding Child Support
- ☐ Contempt of Court Order regarding Parenting/Visitation Order

*If none of the above boxes apply, please check the "Other" box below and give a brief description of what you are asking the Court to address:*

☐ Other \_\_\_\_\_

for the following reasons: \_\_\_\_\_

AFFIDAVIT

Petitioner, having been duly sworn, deposes and says that the allegations in the foregoing complaint are true.

\_\_\_\_\_  
Petitioner

Subscribed and duly sworn to before me according to law, by the above named Petitioner, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, County of Clermont, State of Ohio.

IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION  
CLERMONT COUNTY, OHIO

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

REQUEST FOR SERVICE

vs

\_\_\_\_\_  
Defendant

INSTRUCTIONS TO THE CLERK

(Your complaint/motion will not be processed unless this form is completed)

Please serve the foregoing Complaint by certified mail service/personal service on all parties on this case at the address listed below.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\*\*\*\*\*

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Street Address

\_\_\_\_\_  
Your City, State and Zip

\_\_\_\_\_  
Your Telephone Number